

# ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1

15

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 06/14/2019		2. CONTRACT NO. (If any) 68HERH19D0022		6. SHIP TO: a. NAME OF CONSIGNEE OCSPP DC	
3. ORDER NO. 68HERH19F0224		4. REQUISITION/REFERENCE NO. PR-OCSPP-19-00321			
5. ISSUING OFFICE (Address correspondence to) HQAD US Environmental Protection Agency William Jefferson Clinton Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460				b. STREET ADDRESS USEPA OCSPP (Division), MC: RM: WJC East Building 1201 Constitution Ave, NW	
				c. CITY Washington	d. STATE DC
				e. ZIP CODE 20004	
7. TO: David Sprague				f. SHIP VIA	
a. NAME OF CONTRACTOR SRC, INC.					
b. COMPANY NAME				8. TYPE OF ORDER	
c. STREET ADDRESS 7502 ROUND POND ROAD				<input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY REFERENCE YOUR: Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
d. CITY NORTH SYRACUSE		e. STATE NY	f. ZIP CODE 132122558		
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE	

11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) <input type="checkbox"/> h. EDWOSB VETERAN-OWNED ELIGIBLE UNDER THE WOSB PROGRAM				12. F.O.B. POINT	
13. PLACE OF a. INSPECTION Destination		b. ACCEPTANCE Destination		14. GOVERNMENT B/L NO.	
				15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) Multiple	
16. DISCOUNT TERMS					

## 17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: 063053771 TSCA Section 8(e) and For Your Information (FYI) Support (formerly Task Order 10) TOCOR: Amuel Kennedy Max Expire Date: 06/13/2024 Continued ...					

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
	21. MAIL INVOICE TO:						
	a. NAME RTP Finance Center						\$82,000.00
	b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts						
c. CITY Durham		d. STATE NC	e. ZIP CODE 27711		\$533,115.41		17(i) GRAND TOTAL

22. UNITED STATES OF AMERICA BY (Signature) 06/14/2019

ELECTRONIC SIGNATURE

23. NAME (Typed)  
Genine McElroy  
TITLE: CONTRACTING/ORDERING OFFICER

**ORDER FOR SUPPLIES OR SERVICES**  
**SCHEDULE - CONTINUATION**

PAGE NO  
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**IMPORTANT:** Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 06/14/2019	CONTRACT NO. 68HERH19D0022	ORDER NO. 68HERH19F0224
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	Admin Office: HQAD US Environmental Protection Agency William Jefferson Clinton Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460 Accounting Info: 19-20-B-69A-000CD6-2505-TC8ESQE-1969AC9025-0 01 BFY: 19 EFY: 20 Fund: B Budget Org: 69A Program (PRC): 000CD6 Budget (BOC): 2505 Job #: CRRRNFD8 Cost: TC8ESQE DCN - Line ID: 1969AC9025-001 Period of Performance: 06/14/2019 to 06/13/2024					
0001	Base Year: Task Order Type: T&M Hours 1,044 NTE: \$102,623.37 Period of Performance: 06/14/2019 - 06/13/2020  Delivery: 06/14/2019				82,000.00	
0002	Option Year 1: Task Order Type: T&M Hours 1,044 NTE: \$104,670.83 Period of Performance: 06/14/2020 - 06/13/2021 (Option Line Item) 04/14/2020				Option	
0003	Option Year 2: Task Order Type: T&M Hours 1,044 NTE: \$106,764.94 Period of Performance: 06/14/2021 - 06/13/2022 (Option Line Item) 04/14/2021				Option	
0004	Option Year 3: Task Order Type: T&M Hours 1,044 NTE: \$108,899.28 Period of Performance: 06/14/2022 - Continued ...				Option	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$82,000.00

ORDER FOR SUPPLIES OR SERVICES  
SCHEDULE - CONTINUATION

PAGE NO  
3

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER  
06/14/2019

CONTRACT NO.  
68HERH19D0022

ORDER NO.  
68HERH19F0224

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0005	06/13/2023 (Option Line Item) 04/14/2022  Option Year 4: Task Order Type: T&M Hours 1,044 NTE: \$110,156.99 Period of Performance: 06/14/2023 - 06/13/2024 (Option Line Item) 04/14/2023  The obligated amount of award: \$82,000.00. The total for this award is shown in box 17(i).				Option	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00



## **ENVIRONMENTAL PROTECTION AGENCY**

### **TSCA Section 8(e) and For Your Information (FYI) Support**



**CONTRACTOR:** 68HERH19D0022

**TASK ORDER NUMBER:** 68HERH19F0224

**PROJECT TITLE:** TSCA Section 8(e) and For Your Information (FYI) Support

<b><u>Task Order Contracting Officer's Representative</u></b> Amuel Kennedy USEPA/OCSP/OPPT/RAD 1200 Pennsylvania Avenue, NW Mail Code 7403M Washington, DC 20460 Phone: (202) 564-7609 <a href="mailto:Kennedy.Amuel@epa.gov">Kennedy.Amuel@epa.gov</a>	<b><u>Alternate Task Order Contracting Officer's Representative</u></b> Amy Benson USEPA/OCSP/OPPT/RAD 1200 Pennsylvania Avenue, NW Mail Code 7403M Washington, DC 20460 Phone: (202) 564-7624 <a href="mailto:Benson.Amy@epa.gov">Benson.Amy@epa.gov</a>
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## **A. Performance Work Statement (PWS)**

### **A1. Background and Purpose**

#### **Background**

Under Section 8(e) of TSCA (The Frank R. Lautenberg Chemical Safety for the 21st Century Act which amends the Toxic Substance Control Act (TSCA) <https://www.epa.gov/assessing-and-managing-chemicals-under-tsca/frank-r-lautenberg-chemical-safety-21st-century-act>), persons who manufacture, import, process, or distribute in commerce a chemical substance or mixture and who obtain information which reasonably supports the conclusion that the substance or mixture presents a substantial risk of injury to health or the environment must immediately inform EPA of such information. Data received under Section 8(e) are generally positive (or equivocal) findings of toxic effects in laboratory animals, incidents of environmental release, toxic effects in environmental species, or reports of human exposure. Along with this information, submitters often report voluntary pollution prevention or other risk reduction actions initiated as a result of this new information. TSCA 8(e) reports range from one to several hundred, and occasionally thousands of pages in length.

There is no statutory authority for FYI (For Your Information) submissions; rather, they are submitted voluntarily because the submitter either did not judge the information to meet Section 8(e) reporting criteria but wanted to inform the Agency, or did not have an 8(e) reporting responsibility (such as other government agencies). The types of data are similar to those received under Section 8(e) submissions, but the findings are frequently equivocal or negative. FYI reports also range from one to thousands of pages in length.

#### **Purpose**

The primary purpose of this procurement is to assist the Risk Assessment Division (RAD) of the Office of Chemical Safety Pollution Prevention (OCSP) in tasks associated with the screening and evaluation of

documents submitted to the Agency under Section 8(e) and voluntary "For Your Information" (FYI) submissions.

In addition, the work assignment will assist in conducting preliminary reviews and assessments of newly submitted TSCA 8(e) and FYI submissions into summary reports, preparation of summaries on chemicals identified for further assessments, preparation of submission summaries on members of chemical categories of toxicological interest, and tracking submitter responses to EPA requests for additional information.

## **A2. Scope of Work**

The purpose of this procurement is to assist the Risk Assessment Division of the Office of Chemical Safety and Pollution Prevention (RAD/OCSPP) in tasks associated with the screening and evaluation of documents submitted to the Agency under Section 8(e) of The Frank R. Lautenberg Chemical Safety for the 21st Century Act which amends the Toxic Substance Control Act (TSCA) <https://www.epa.gov/assessing-and-managing-chemicals-under-tsca/frank-r-lautenberg-chemical-safety-21st-century-act> and voluntary "For Your Information" (FYI) submissions. Tasks include preliminary review and assessment of newly submitted 8(e) and FYI submissions into summary report, preparation of summaries on chemicals identified for further assessment, preparation of submission summaries on members of chemical categories of toxicological interest, and tracking submitter responses to EPA requests for additional information.

## **B. TASKS**

### **TASK 1: Project Management and QAPP requirements**

#### **Project Management**

The Contractor shall provide a Project Manager. The Contractor Project Manager shall report on all aspects of the objectives and progress of this contract to the designated EPA Contracting Officer (CO) and Task Order Contracting Officer Representative (TOCOR) via email, through monthly reports. The Contractor Project Manager also plans, conducts and supervises Task Order (TO) projects, necessitating advanced knowledge and the ability to originate and apply new and unique methods and procedures. The Contractor Project Manager provides advice and counsel to other professionals. The Contractor Project Manager shall notify via email the relevant EPA TOCOR/Alternate TOCOR of any significant difficulties in accomplishing the task listed in the TOs.

In cases where performance objectives and minimum Acceptable Quality Levels (AQLs) are not being met, the Contractor Project Manager will make every effort to immediately correct the problems to ensure customer satisfaction. If the problem persists, the Project Manager will submit a plan of corrective action to the TOCOR and the Contract Level COR. The Contractor Project Manager shall ensure that the approved Quality Assurance (QA)/Quality Control (QC) process is followed to ensure the quality of its products.

#### **QAPP Requirements**

Quality Assurance: The Quality Management Plan, the QAPP for Tasks 2 through 5. The contractor shall adhere to its Quality Management Plan that is tailored for this contract.

This Task Order involves the use of existing data. Accordingly, EPA policy requires that an approved Quality Assurance Project Plan (QAPP) be in place before any work begins that involves the collection, generation, evaluation, analysis or use of environmental data. The QAPP must be consistent with EPA Requirements for

- The contractor shall prepare and submit for EPA review a draft Quality Assurance Project Plan (QAPP) for Tasks 2 through 4 within 10 days of selection and before **the initiation of the rest of the task order**. Updates to QAPP based on comments from the EPA to the QAPP must be received within three (3) working days.
- EPA will review the contractor's draft QAPP and provide the Contractor with written approval or written comments.
- If needed, the Contractor shall submit a revised QAPP within five (5) business days of receipt of the written comments on the draft QAPP, unless otherwise instructed by the EPA TOCOR. An acceptable QAPP must be received before the rest of the task order is initiated (tasks 2-5), no funds may be received for the following tasks until the contractor's QAPP has been approved.
- Under no circumstances shall work that involves the generation, collection, evaluation, analysis, or use of environmental data be performed by the contractor until the contractor receives written notification from the EPA TOCOR that EPA has approved the contractor's QAPP.

All QA documentation, including the QAPP, prepared under this task order, shall be considered non-proprietary, and shall be made available to the public upon request.

#### Additional QA Documentation Required

In addition to the requirements described above, all major deliverables (e.g., Technical Support Documents, Study Reports, Study Plans, etc.) produced by the Contractor under this Task Order must include a discussion of the QA/QC activities that were or will be performed to support the deliverable. The contractor shall immediately notify the EPA TOCOR of any QA problems encountered that may impact the performance of this task order, with recommendations for corrective action.

The contractor also shall provide EPA with monthly reports of QA-related activities performed during implementation of this task order. These monthly QA reports shall identify QA activities performed to support implementation of this task order, problems encountered, deviations from the QAPP, and corrective actions taken. The contractor may include this as a part of the contract-required monthly financial/technical progress report. The contractor shall notify the EPA TOCOR at any time during the task order if changes to the QAPP are warranted (e.g., due to organizational changes, revised technical approaches).

If, during the Period of Performance of this Task Order, the EPA TOCOR determines revisions to the QAPP are necessary, the contractor shall submit a revised QAPP, including the revision summary, within 5 business days after receiving written technical direction to do so. EPA will review the draft revised QAPP and provide the contractor with written approval or comments. The contractor shall provide a revised QAPP, then a final QAPP that responds to EPA's written comments within 5 business days of receipt of EPA's comments on the draft QAPP.

- Under no circumstances shall work involving environmental data be performed by the contractor until the contractor receives written notification from the EPA TOCOR that EPA has approved the contractor's QAPP.

Since this task order involves the collection, evaluation, and use of environmental data by and for the Agency,

the contractor shall implement a quality system that meets ANSI standard E4-2014 and prepare a quality assurance project plan (QAPP) following EPA guidelines. QAPP is due within 10 days of task order award.

## **TASK 2: Prepare Reports of newly received 8(e) and FYI submissions**

Contractor will review newly received TSCA 8(e) and FYI submissions and transcribe data from the submissions directly into the TSCA 8(e) Initial Screen Database. The TSCA 8(e) Initial Screen Database (i.e., Microsoft® Access Database) has been used for recording data submitted within 8(e) and FYI submissions since August 2006. This database is strictly internal to EPA and is located on EPA's confidential business information (CBI) local area network (LAN). To allow for multiple Contractor staff members to work in the database simultaneously, the database is split into a front end and back end. Database entry is conducted within the front end of the database. The process of preparing the most recent TSCA 8(e) and FYI submission includes but not limited to;

- a) New 8(e) and FYI submissions received by EPA are made available in EPA's internal web-based Chemical Information System (CIS). For each new submission that becomes available in CIS, Contractor receives a notification via CBI email from the CIS administrator.
- b) Within one month of receiving CBI email notification of new 8(e)/FYI submissions, the Contractor will search and obtain the electronic 8(e)/FYI submission from CIS, create a new database record for each submission, and transcribe the submission information/ study data directly into the TSCA 8(e) Initial Screen Database according to the methods and procedures described in Appendix 8.
- c) Each TSCA 8(e) Initial Screen Database record will be thoroughly quality-control checked (QCed) by the Contractor's scientist other than the one who created the entry. The identity of the scientist performing the QC will be recorded within each individual database record. In a Microsoft® Excel Spreadsheet designed for tracking purposes, the Contractor's staff will record the 8(e)/FYI submission number, identity of the scientist who transcribed the submission information into the TSCA 8(e) Initial Screen Database, date of data entry, identity of the scientist who performed QC of the study submission, and date of QC.
- d) The Contractor will prepare a monthly tabular report summarizing the number and type of new 8(e) and FYI submissions entered into the database. These data will be exported into a Microsoft® Excel spreadsheet and delivered to the TOCOR on a monthly basis via EPA CBI email.
- e) As instructed through technical direction from the EPA TOCOR, the Contractor will complete checklist items and complete monthly, quarterly, semi-annual, and annual QC reports.

## **TASK 3: Chemical Summaries**

As instructed through technical direction from the EPA TOCOR, the Contractor will prepare chemical summaries on selected TSCA 8(e) and FYI chemicals whose initial EPA screening disposition is to continue assessment. The EPA TOCOR will provide Contractor with technical guidance on format, level of detail, and hierarchy of sources to be searched according to EPA guidelines. The summary reports will contain publicly available toxicity and exposure-related information on chemicals or chemical categories of concern, including data reported in earlier TSCA 8(e) and FYI submissions. These chemical-specific tasks will be issued as written Technical Directives (TDs) based on screening and evaluation needs identified by the EPA TOCOR as

submissions are received. Activities conducted under this task may include literature searches and summarization of available data on chemical(s) identified by EPA for further assessment.

- a) From the TOCOR, Contractor will obtain assignments of chemicals for which Chemical Summaries are to be developed (i.e., the TSCA 8(e) and FYI chemicals).
- b) The Contractor will obtain data for physical/chemical properties, production and use pattern, exposure potential, environmental fate, ecotoxicity, toxicological data, and regulation and risk management of the assigned chemicals by searching public sources identified by the TOCOR.
- c) The Contractor will then input the obtained data into a Microsoft® Word Chemical Summary document.
- d) In a Microsoft® Excel Spreadsheet designed for tracking purposes, The Contractor shall record the name of the chemical, identity of the scientist who developed the document, and date that the document was initially completed.
- e) Each Chemical Summary document will be thoroughly QCed by the Contractor scientist other than the one who created the summary. The identity of the scientist who performs the QC as well as the date of QC completion will be recorded in the tracking spreadsheet described in item 2d above.

The EPA TOCOR will provide the Contractor with technical guidance concerning any changes in format, level of detail and hierarchy of sources to be searched pertaining to developing this task in accordance to EPA guidelines.

#### **TASK 4: Submission Summaries**

As instructed through technical direction from the EPA TOCOR, Contractor shall prepare summaries of submissions on substances belonging to chemical categories identified by the EPA TOCOR. For submissions that contain full study reports, Contractor shall summarize the cover letter and develop robust summaries on the submitted study/studies per guidance provided by the EPA TOCOR. For submissions without full study reports, Contractor shall provide a summary of information provided in the submission.

- a) From the TOCOR, Contractor shall obtain assignments of chemical categories for which summaries of submissions are to be developed. These assignments are for chemical categories that are determined by the TOCOR to need additional assessment.
- b) Contractor shall search for and retrieve 8(e) and FYI submissions containing toxicological data for any chemicals belonging to the assigned chemical category. Category-specific 8(e) and FYI submissions are identified by conducting Chemical Abstracts Service (CAS) Registry Number searches for each chemical within the category in the following EPA Databases: TSCATS1, TSCATS2, and TSCA 8(e) Initial Screen Database. TSCATS1 is Contractor's internal (not publicly available) version of the TSCA Test Submissions (TSCATS) database, which contains TSCA Section 8 submissions through 2000; Contractor possesses fiche copies in-house of all submissions in this database. TSCATS2 is EPA's publicly available version of TSCA Section 8 submissions through early 2013.3 Following identification of category-specific 8(e) and FYI submission numbers, the submissions (electronic and/or hard copy) will then be retrieved from Contractor's in-house library or from EPA.
- c) The Contractor shall then transcribe the information from the 8(e) or FYI submissions into a "Summary of Submission" document using the guidance and templates provided in Appendix D.

- d) In a Microsoft® Excel spreadsheet designed for tracking purposes, Contractor shall record the TSCA 8(e) or FYI submission number, chemical identity, submission topic, identity of the scientist who abstracted the data for each summary, and date the summaries were initially completed.
- e) Each summary document will be thoroughly QCed by a Contractor scientist other than the one who created the summary. The identity of the scientist who performs the QC as well as the date of QC completion will be recorded in the tracking spreadsheet described in item (d) above.

#### **TASK 5: Other Non-Related and Additional TSCA 8(e) Screening and Evaluation Support**

The Contractor shall adhere to its Quality Management Plan that is tailored for this contract. Because this task order involves the use of environmental data, EPA policy requires that an approved QAPP be in place before any work involving the collection, generation, evaluation, analysis, or use of environmental data may begin. The QAPP documents the planning, implementation, and assessment procedures for this task order, as well as any specific QA/QC activities.

The Contractor shall notify the EPA TOCOR if changes to the QAPP are warranted at any time (e.g., due to organizational changes or revised technical approaches). If the EPA TOCOR determines that revisions to the QAPP are necessary, Contractor shall submit a draft revised QAPP, including a summary of revisions, for EPA's review. Contractor shall further revise the QAPP per EPA's instructions until the QAPP meets EPA's approval. Work involving the use of environmental data will not begin until Contractor receives written notification from the EPA TOCOR that EPA has approved the revised QAPP.

Assist RAD in other tasks within the scope of this work assignment as submissions are received and tasks identified. Such tasks may include development and continued support for a screening database, searching the TSCA 8(e) data base, requests for electronic copies of 8(e) submissions, and tracking 8(e) and FYI submitter responses to EPA information requests.

#### **C. REPORTING REQUIREMENTS AND SCHEDULE OF BENCHMARKS & DELIVERABLES:**

As described in Task 2 and in the invoice instructions, the Contractor shall provide a monthly report to the CO, COR and TOCOR which identifies project staff and all activities and milestones associated with the Task Order assignments planned and in progress. The monthly report in progress tasks shall be included in the monthly reports which will be referenced when the Voucher Validation review is performed monthly at the end of each billing cycle.

As per the task order or request for a proposal, the Contractor shall provide the Agency with a proposal within the timeframe specified for this Task Order. The EPA CO, TOCORs, or panel members will review the proposal and provide the Contractor with an approval or disapproval, and revision (if necessary) in writing. The timelines involved, will proceed as stipulated in the request for a proposal or Contract

The Contractor shall prepare a Quality Assurance Project Plan for this Task Order. EPA Requirements for Quality Assurance Project Plans (QA/R-5).

A Quality Assurance Project Plan documents the planning, implementation, and assessment procedures for a particular project, as well as any specific quality assurance and quality control activities. It integrates all the



technical and quality aspects of the project in order to provide a "blueprint" for obtaining the type and quality of environmental data and information needed for a specific decision or use. All work performed or funded by EPA that involves the acquisition of environmental data must have an approved Quality Assurance Project Plan. Details for developing a QAPP can be found at: <https://www.epa.gov/sites/production/files/2015-06/documents/g5-final.pdf> and the Contractor shall be responsible for the development and revisions to the QAPP.

The Contractor shall comply with all applicable quality assurance requirements per "EPA Requirements for QA Project Plans (QA/R-5)": The publication number and date are EPA/240/B-01/003; March 2001, available at <https://www.epa.gov/sites/production/files/2015-06/documents/g5-final.pdf>. The contractor shall implement a quality system that meets ANSI standard E4-2014 and prepare a quality assurance project plan (QAPP) following OPPT/EPA guideline.

No work on the conduct of environmental data operations can begin until EPA approval of the QAPP is obtained. The contractor may request a meeting (via conference call) with the TOCOR to seek clarification on any questions while preparing the QAPP.

#### **D. SPECIFIC SCHEDULE OF DELIVERABLES:**

Reporting Requirements - In addition to the reporting requirements specified in the contract, the Contractor shall:

- a) Consult with the EPA TOCOR in person, by email or by phone as soon as possible whenever problems are encountered that delay the progress of work under this work assignment.
- b) Submit to the EPA TOCOR an electronic or paper copy of all written deliverables in Microsoft® Word or the appropriate program by due dates.

#### **E. DELIVERABLES**

The Contractor shall submit to the EPA TOCOR a QA Project Plan describing how QA procedures will be conducted for all deliverables under this work assignment.

The Contractor shall submit to the EPA TOCOR the following deliverables specified in the work assignment and in written technical directions. The deliverables include but not limited to:

1. Update the Screening Initial Database by adding new records from information provided in the new submission PDF files.
2. Update the Workflow Database by adding new records from information provided in the new submission PDF files.
3. Create summary reports from new submission PDF files.
4. Review the submitted study and enter any fields that pertain to the study. Screen and evaluate TSCA 8(e) and FYI submissions, preparation of chemical summaries on selected 8(e) and FYI chemicals, and provision of other assistance within the scope of the work assignment as directed by the TOCOR.
5. QC all new records that are entered into the TSCA 8(e) Screening Initial Database and workflow database.

6. Prepare tabular reports generated by the Screening Initial Database.
7. Complete checklist items.
8. Complete monthly, quarterly, semi-annual, and annual QC reports.

## **F. ACCEPTABLE QUALITY LEVEL FOR TASKS**

Technical QC pertains to the representation and use of secondary (i.e., existing) data from 8(e) and FYI submissions, public literature, and estimation software results (as required to fill data gaps). Accuracy of the transcription of the data from source materials into the TSCA 8(e) Initial Screen Database and summary reports will be confirmed in the technical quality control review. The staff members utilized for this project are all experienced in data transcription, extraction, and analysis, having participated in previous assessment exercises that are identical in scope.

### **F.1 Method of surveillance**

Prior to the delivery of a work product, the Task Manager and/or an experienced scientist will verify that the product is complete and accurate. Any quality reviews that are applicable to the type of product or delivery are completed as needed. The technical quality review objectives are to ensure accurate recording of the data while providing reliable analysis of the results. For example, a typical technical review may include the following components (varies depending on the scope of the task and degree of analysis required, as directed by the TOCOR):

- Accuracy of the transcription of the data from the source
- Searching for omitted or disregarded data
- Evaluating raw data
- confirming calculations and conversions
- checking study details, including purity, matrices, mixture components, methods, equipment, analytical techniques, and GLP
- Evaluating modeled data
- confirming model suitability for endpoint
- confirming chemical is within the model domain
- Confirming summaries and interpretations meet the criteria selected for the task
- Evaluating soundness of conclusions, based on the data presented in the work product
- Review for overall clarity/readability, logical progression of ideas, and internal consistency within the document. The final form of the product is preserved, and the product is delivered. Source materials are archived for future reference.

### **F.2 Period of Performance**

The period of performance of this task order is:

- |           |                                |
|-----------|--------------------------------|
| Base:     | 12 months from award date      |
| Option 1: | 12 months from option exercise |
| Option 2: | 12 months from option exercise |
| Option 3: | 12 months from option exercise |
| Option 4: | 12 months from option exercise |



## G. TASK ORDER TYPE

Time and Materials

## H. INSPECTION AND ACCEPTANCE

### H.1 Quality Assurance Project Plan

The contractor shall submit the following quality system documentation to the CO at the time frames identified below:

	Documentation	Specifications	Due
X	Quality Assurance Project Plan for the Task Order	EPA Requirements for Quality Assurance Project Plans (QA/R-5) [dated 03/20/19]	Task Order proposal due date

This documentation can be found on the following EPA website – <https://www.epa.gov/quality/epa-qar-5-epa-requirements-quality-assurance-project-plans>

This documentation will be prepared in accordance with the specifications identified above or equivalent specifications defined by EPA.

The Government will review and return the quality documentation, with comments, and indicating approval or disapproval. If necessary, the contractor shall revise the documentation to address all comments and shall submit the revised documentation to the government for approval.

The contractor shall not commence work involving environmental data generation or use until the Government has approved the quality documentation.

## I. TASK ORDER ADMINISTRATION DATA

### I.1 Contract Administration Representatives

Title:	Representative	Email Address
Contracting Officer	Genine McElroy,	<a href="mailto:McElroy.Genine@epa.gov">McElroy.Genine@epa.gov</a>
Contract Level Contracting Officer's Representative	Bryan Lobar	<a href="mailto:Lobar.Bryan@epa.gov">Lobar.Bryan@epa.gov</a>
Task Order Contracting Officer's Representative (TOCOR)	Amuel Kennedy	<a href="mailto:Kennedy.Amuel@epa.gov">Kennedy.Amuel@epa.gov</a>
Alternate TOCOR	Amy Benson	<a href="mailto:Benson.Amy@epa.gov">Benson.Amy@epa.gov</a>

## INVOICING

Invoices shall be submitted in accordance with contract clause G.3 EPAAR 1552.232-70 SUBMISSION OF INVOICES. (JUN 1996) - ALTERNATE I (JUN 1996).

(End of Clause)

## K. TASK ORDER CLAUSES

### **FAR 52.217-9 Option to Extend the Term of the Contract (Mar 2000)**

(a) The Government may extend the term of this contract by written notice to the contractor within 5 calendar days before the expiration of this contract; provided that the Government gives the contractor a preliminary written notice of its intent to extend at least 30 days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 60 Months.

### **LOCAL CLAUSE EPA-B-32-103A**

### **LIMITATION OF GOVERNMENT'S OBLIGATION**

(a) Severable services may be incrementally funded. Non-severable services shall not be incrementally funded. Contract line items **0001** through **0005** are severable and may be incrementally funded. For these items, the sum of **\$82,000.00** of the total price is presently available for payment and allotted to this contract.

(b) For items identified in paragraph (a) of this clause, the Contractor agrees to perform up to the point at which the total amount payable by the Government, including reimbursement in the event of termination of those items for the Government's convenience, approximates the total amount currently allotted for those items to the contract. The Contractor shall not continue work on those items beyond that point. Subject to the clause entitled, "Termination for Convenience of the Government," the Government will not be obligated, under any circumstances, to reimburse the Contractor in excess of the amount payable by the Government in the event of the termination of applicable contract line items for convenience including costs, profit, and estimated termination costs for those line items.

(c) Notwithstanding the dates specified in the allotment schedule in paragraph (h) of this clause, the Contractor will notify the Contracting Officer, in writing, at least 5 days prior to the date when, in the Contractor's best judgment, the work will reach the point at which the total amount payable by the Government, including any cost for termination for convenience, will approximate 85% of the total amount currently allotted to the contract for performance of the applicable items. The notification will state (1) the estimated date when that point will be reached and (2) an estimate of additional funding, if any, needed to continue performance of the applicable line items up to the next scheduled date for the allotment of funds identified in paragraph (a) of this clause, or to a substitute date as determined by the Government pursuant to paragraph (d) of this clause. If, after such notification, additional funds are not allotted by the date identified in the Contractor's notification, or by an agreed substitute date, the Contracting Officer will terminate any item(s) for which additional funds have not been allotted, pursuant to the clause entitled "Termination for Convenience of the Government."

(d) The parties contemplate that, subject to the availability of appropriations, the Government may allot additional funds for continued performance of the contract line items identified in paragraph (a) of this clause and will determine the estimated period of contract performance which will be covered by the funds. If additional funds are allotted, the Contracting Officer will notify the Contractor in writing. The Contractor shall not resume performance of the contract line items identified in paragraph (a) until the written notice is received. The provisions of paragraphs (b) through (d) of this clause will apply in like manner to the additional allotted funds and to the new estimated period of contract performance. The contract will be modified accordingly.

(e) The Government may, at any time prior to termination, allot additional funds for the performance of the contract line items identified in paragraph (a) of this clause.

(f) The termination provisions of this clause do not limit the rights of the Government under the clause entitled "Default". The provisions of this clause are limited to the work and allotment of funds for the contract line items set forth in paragraph (a) of this clause. This clause no longer applies once the contract is fully funded.

(g) Nothing in this clause affects the right of the Government to otherwise terminate this contract pursuant to the contract clause entitled "Termination for Convenience of the Government".

(h) The parties contemplate that the Government may obligate funds to this contract in accordance with the following schedule:

**RECAPITULATION:**

	PRIOR AMOUNT	THIS MOD.	NEW AMOUNT
BASE PERIOD			
Total Maximum Amount:			\$102,623.37
Funded Amount:			\$ 82,000.00

(End of clause)

**L-1 EPA-J-52-101 LIST OF ATTACHMENTS**

**ATTACHMENT 1: QUALITY ASSURANCE SURVEILLANCE PLAN**



Attachment  
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